

NuMI Project ES&H/QA Review Process

10/3/03

Division/Sections and departments have their own review process for designs and ESH that follow FESHM and good management practices. L2/L3 managers should be aware of the reviews occurring at this level and gather the documentation and comments from these reviews, as appropriate, in order to have a record, at the project level, that these reviews occurred and what they covered. This review documentation must be passed on to the NuMI Project ES&H Coordinator (or his designee) either in paper or electronic format. All reviews completed in this manner must go through steps 7-11 below.

For any ESH/QA review that has not been covered in the above Div/Sec/Dept. review process sufficiently:

1. L3/L2 Manager notifies the NuMI Project ES&H Coordinator (Mike Andrews or his designee) of the need for the review, the topic, and when it needs to be completed utilizing the guidance ([NuMI Project Guidance for ES&H Reviews: Triggers & Scope](http://www-numi.fnal.gov/numwork/safety_docs/index.html)) on the safetydocs web page at:
http://www-numi.fnal.gov/numwork/safety_docs/index.html
This page is password protected. Contact Mike Andrews or Nancy Grossman for access.
2. L2/L3 Manager gathers the documentation needed for the review, and gives it to Mike Andrews (or his designee), along with input of the types of people that should be reviewing the documentation packet.
 - a. At this time a copy of the documentation also needs to go to Debbie Harris and Jorge Morfin.
 - b. Debbie/Jorge start the process of putting the documentation for the review in the review spreadsheet (see safetydocs web page) and in the 12 SW binders.
3. Mike Andrews (or his designee) finds appropriate reviewers that agree to review the documentation for ESH/QA and respond in a timely manner (typically a week or two).
4. Reviewers send their comments to Mike Andrews (or his designee) who passes them back to the appropriate L2/L3 Manager
5. The L2/L3 Manager responds to the reviewer comments, through Mike Andrews (or his designee). This response can be electronically or by paper.
6. Once the comments are sufficiently addressed, Mike Andrews (or his designee) sends copies of the comments and their responses to the appropriate L2/L3 manager(s), Debbie Harris, Jorge Morfin, Bruce Baller, Nancy Grossman, Gina Rameika, Alan Wehmann.
7. As a project QA oversight step, once the documentation has been reviewed and comments addressed, the appropriate NuMI Project Engineer (Dave Pushka and/or Bob Ducar) reviews the documentation and steps 4-6 are repeated as necessary.

8. Once it is reviewed by the project engineers, and any comments are addressed, where necessary, the documentation then goes to the Schuh Committee for review and steps 4-6 are repeated again.
9. Alan posts the documentation in either the BD documentation database for WBS 1.1. or in NuMI Notes for WBS 2.0. He establishes links to the documentation (in conjunction with Debbie/Jorge).
10. Debbie/Jorge finish the process of putting the documentation & comments/responses for the review in the review spreadsheet (see safety docs web page) and in the 12 SW binders.
- 11. Any field changes must be documented and this documentation given to the appropriate NuMI Project Engineer (Pushka, Ducar) in a timely manner.**